

# AUTOMATIC LICENSE PLATE READERS

## Chapter 03.58

### SECTIONS

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#### [03.58.010](#)     [PURPOSE](#)

An automatic license plate reader (ALPR) is for use in criminal investigations. The ALPR may alert the user to the presence of a nearby stolen or wanted vehicle. The ALPR may also be used to collect data for the purpose of criminal investigations. The ALPR policy is to set parameters for the use of the instrument and data collected.

#### [03.58.020](#)     [DEFINITIONS](#)

**A. Automatic License Plate Reader (ALPR)**

A device installed in Sheriff's vehicles capable of automatically collecting license plate, location, and photographic images. The device can also alert users of stolen or otherwise wanted vehicles in the area.

**B. Be On the Look Out (BOLO)**

A common notice issued by deputies and other law enforcement officials regarding persons or vehicles. The BOLO may indicate probable cause for arrest, a need for more information, or officer safety.

**C. Hit** – An indication from the device that a vehicle in the area is wanted for some purpose.

**D. Hot List** – License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information may come from a variety of sources, including the National Crime Information Center (NCIC), Washington Crime Information Center (WACIC), and local sources such as BOLO.

#### [03.58.030](#)     [GENERAL GUIDELINES](#)

**A.** The use of the ALPR is restricted to public safety and law enforcement related missions. ALPRs will be used for criminal investigations only. The ALPR may alert the user to the presence of a nearby stolen or wanted vehicle. The ALPR may also be used to collect

data for the purpose of criminal investigations. ALPRs will not be used for the investigation of traffic infractions.

- B. ALPR systems and associated equipment and databases are authorized for official use only. Misuse of the equipment and associated databases, or data, may be cause for disciplinary action.
- C. ALPR systems and ALPR data and associated media are the property of the Clark County Sheriff's Office.

#### **03.58.040 ADMINISTRATION PROCEDURES**

- A. A Commander designated by the Chief Criminal Deputy shall have administrative oversight for ALPR system deployment and operations and is responsible for the following:
  - 1. Establishing protocols for access, collection, storage, and retention of ALPR data and associated media files. ALPR data will be stored on a secure county network. The data can be accessed via the intranet through a password protected portal. User names will be managed by the system admins and passwords will conform to Clark County Information Services Policy IS 2.00 Password Standards.
  - 2. Establishing protocols to preserve and document ALPR reads and hits that are acted on in the field or associated with investigations or prosecutions;
  - 3. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the ALPR system;
  - 4. Ensuring the proper selection of the personnel approved to operate the ALPR system and maintaining an adequate number of trainees;
  - 5. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to LPR usage; and
  - 6. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of the Clark County Sheriff's Office.
- B. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
- C. ALPR systems repairs, hardware or software, shall be made by agency authorized sources.

#### **03.58.050 AUTOMATIC LICENSE PLATE READER SYSTEM USAGE**

- A. ALPR operation and access to ALPR collected data shall be for official purposes only.
- B. Only enforcement personnel who have been properly trained in the use and operational protocols of the ALPR shall be permitted to use it. Training will be according to approved Vendor provided materials, and policies and procedures of the Clark County Sheriff's Office.
- C. At the start of each shift, users must ensure that the ALPR system has been updated with the most current hot lists available.
- D. ALPR Hits: Prior to initiation of a traffic stop of the vehicle:
  - 1. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.

2. Verify the current status of the plate through dispatch or MDC query when circumstances allow.
- E. In each case in which a hit is triggered, the user should record the disposition of the hit into the ALPR system.
- F. Hot lists may be updated manually if the user enters a specific plate in the ALPR system and wants to be alerted when that plate is located.
  1. When a plate is entered manually the user should document the reason.
  2. All manually entered plates will be automatically removed from the system during the next Hot List download.
  3. Stolen vehicles or BOLO information entered manually can populate back into the ALPR system at the next Hot List download if those items have been entered properly.
- G. The ALPR system may be used for general patrol purposes and for special details to include criminal investigations. Other uses must be approved by the Sheriff or his designee.
- H. Searches of historical data within the ALPR system should be conducted for the purposes of a criminal investigation. Searches for reasons other than criminal investigations must be approved by the Sheriff or his designee.

#### **03.58.060 ALPR DATA SHARING AND DISSEMINATION**

All data obtained by the ALPR system is the property of the Clark County Sheriff's Office and may be shared for legitimate law enforcement purposes:

- A. When ALPR data is shared with an outside agency, it should be documented in a secondary dissemination log. This requirement may be waived in certain circumstances as approved by the Sheriff or his designee.
- B. Any employee sharing data information from ALPR should ensure that the information is being used for a legitimate criminal investigation.
- C. Sharing information with another agency for any purpose other than criminal investigation must be approved by the Sheriff or his designee.

#### **03.58.070 RETENTION**

ALPR data may be retained for 60 days unless the data relates to a specific crime or criminal investigation. Significant images of plates related to criminal investigations or court proceedings will be retained in accordance with Washington State retention schedules.



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Creation Date: April 19, 2013  
Revised: March 25, 2014  
January 1, 2015  
September 29, 2015

